



Dignity and Respect at Work Policy

Statement of Intent

It is our intention to ensure everyone is treated with dignity and respect at work.

Aim

Bullying, conflict and harassment of any kind will not be tolerated by Kidz Star Club Trustee Directors. The Trustee Directors will aim to resolve any conflict efficiently and amicably.

Definitions

Bullying is a type of harassment which consists of persistent actions, criticism or personal abuse in public or private which humiliates, intimidates, frightens or undermines the individual.

Harassment is conduct that is unwanted and offensive and affects the dignity of the individual or group of individuals.

Methods

In order to achieve this aim Kidz Star Club will:-

- ◆ All playworkers will receive a copy of this policy.
- ◆ All playworkers will receive a copy of the ACAS leaflet, 'Bullying and Harassment at work: guidance for employees'
- ◆ All playworkers will be made aware of the up-to-date information and training about Bullying and Harassment by the Management team.
- ◆ All playworkers will receive an organisational statement regarding the standards of behaviour expected and their responsibilities to others. Bullying and harassment will be treated as a disciplinary offence by the Trustee Directors.
- ◆ All playworkers will receive and follow the Grievance Procedure Flow Chart should they have a complaint, grievance or concern. If this procedure is not followed it will be treated as a disciplinary offence.
- ◆ All playworkers will have access to support from the Trustee Directors.
- ◆ All complaints will be free from victimisation and complaints will remain confidential.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on (date) Tuesday 16th October 2018

Signed on behalf of the Management Trustee Directors

Bob Mackery

Role of signatory (e.g. Chairman etc.)

Chairman